

**OFFICE MANAGER ASSISTANT**  
Center for Health Care Evaluation  
Department of Veterans Affairs and Stanford University

**DESCRIPTION:** Position is half time for one year. Assist in providing administrative support for a dynamic and collegial group of staff at a research center that is affiliated with the Department of Veterans Affairs and Stanford University and that conducts mental health services research. The successful candidate will assist with projects to reorganize our files and library, the tracking of office supplies, report preparation and distribution, coordination of workshops and meetings, and other tasks as they arise.

**QUALIFICATIONS:** Detail orientation, strong interpersonal and organizational skills, ability to write clearly and concisely.

**REQUIRED:** Administrative experience, U.S. citizenship, social or health-related science BA/BS. Familiarity with MS Office (Outlook, Word, Excel) and experience in a research setting preferred.

**COMPENSATION:** \$20/hr; benefits not available for half-time position.

**Send cover letter & resume to:**

Jan Beyer  
VAPAHCS (152)  
795 Willow Road  
Menlo Park, CA 94025

**Or reply by:**

FAX: 650.617.2736  
Email: [chcejobs@hotmail.com](mailto:chcejobs@hotmail.com)

**NO PHONE CALLS PLEASE**